

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: September 28, 2005

LEAVE ACCOUNTING LETTER #05-017
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services Division

RE: **NEW TRANSACTION TO TRACK HURRICANE RELIEF WORK**

The Department of Personnel Administration has authorized Administrative Time Off for up to 5,000 permanent full-time State employees who want to volunteer for hurricane relief work per Personnel Management Liaison (PML) Memo 2005-032.

A new transaction, "USE – Disaster Relief" (Code DR), has been developed to track hurricane relief work on the CLAS that can be used in conjunction with Annual Leave, Vacation, Compensating Time Off and Administrative Time Off.

Below are the attributes of the new transaction:

Full Transaction Name: USE – Disaster Relief
Abbreviated Name: USE – Disaster Rel
Transaction Code: DR
Valid Benefits: AL, VA, CT, AT

The "DR" transaction may be entered via the CLAS, the Payroll Input Process (PIP) or magnetic tape. For further details and information regarding the hurricane relief effort, please refer to the Department of Personnel Administration's PML Memo 2005-032.

If you have any questions regarding this letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

JRH:CLAS:DK